

~~CONFIDENTIAL~~

NOTICE
NO.

LOGISTICS
1954

SUPPLY

PROCUREMENT AND USE OF FILING CABINETS

1. This notice establishes conditions under which the Logistics Office will meet Agency requirements for letter or legal size filing cabinets, including combination lock safe cabinets.

2. All requisitions for letter and legal size filing cabinets will be routed through the appropriate Area Records Officer who will be responsible for entering and signing the following certification on the requisition:

This certifies that this Office has complied with the utilization provisions of Agency Notice , "Procurement and Use of Filing Cabinets."

Area Records Officer, (Name of Component)

3. Before requesting additional cabinets each Agency component shall survey all such cabinets currently in its possession and ~~make every effort to effect maximum utilization.~~ ^{W664}
~~(Better utilization is possible)~~ through:

- a. Transfer of inactive records to the Agency Records Center.
- b. Disposal of records in accordance with schedules which have been reviewed by the Records Management Division, Management Staff, and approved by Congress.
- c. Removal of office supplies, publications, and other nonrecord material from filing cabinets.
- d. Use of letter size cabinets when legal size material comprises less than 20% of the material to be filed therein.
- e. Centralization of files in vault areas, where feasible, so as to permit use of cabinets without locks instead of safe type cabinets.

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4. When a requirement is to be filled, available stocks of suitable used or reconditioned filing cabinets will be utilized. Cabinets of varying numbers of drawers may be issued on the basis of the total number of drawers ordered, and all finishes will be considered interchangeable. Notice of the intent to substitute will be given prior to shipment.

~~5. Requests which do not conform to these standards must be approved by the Chief, Records Management Division.~~ A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

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SUPPLY

PROCUREMENT AND USE OF FILING CABINETS

1. This notice establishes conditions under which the Logistics Office will meet Agency requirements for letter or legal size filing cabinets, including combination lock safe cabinets.
2. Before requesting additional cabinets each Agency component shall survey all (filing equipment, of the type described in paragraph 1, currently in its possession, and make every effort to effect maximum utilization. Better utilization of (equipment) is possible through:
 - a. Disposal of (all) records (that have been authorized for disposition by Congress or, where such authorization has not been obtained,) through (the preparation and obtaining of) authorized (disposal) schedules, with the assistance of the Records Management Division, Management Staff.
 - b. Removal of office supplies, publications, and other nonrecord material from filing cabinets (to more suitable storage equipment except where the quantity of such material is small (as a rule, one drawer or less)).
 - c. Transfer to the Agency Records Center inactive records (not needed in daily business but not yet ready for disposal.)
 - d. Ordering safe type filing cabinets only when required for the storage of classified records in areas that are not vaulted.
3. All requisitions for letter and legal size filing cabinets will be routed through the appropriate Area Records Officer who will be responsible for entering and signing the following certification on the requisition:

This certifies that this office has complied with the utilization provisions of Agency Notice _____ "Procurement and Use of Filing Cabinets."

Area Records Officer, (Name of Component)

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Orders for filing cabinets submitted to the Logistics Office subsequent to the distribution of this notice will not be filled until the requested certification is received.

4. When a requirement is to be filled, available stocks of suitable ~~excess~~ used or reconditioned filing cabinets will be utilized. Cabinets of varying numbers of drawers may be issued on the basis of the total number of drawers ordered, and all finishes will be considered interchangeable. Notice of the intent to substitute will be given prior to shipment.

5. Exceptions from any portion of this Notice will be permitted only upon approval by the Chief, Records Management Division of a written justification which should be attached to the requisition and forwarded via the Building Supply Officers.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

*Requests for which do not
conform to these standards
must be approved by
the Records Mgmt. Div.*

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